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U.S.D.A.
Women in Action

Mrs. McLean

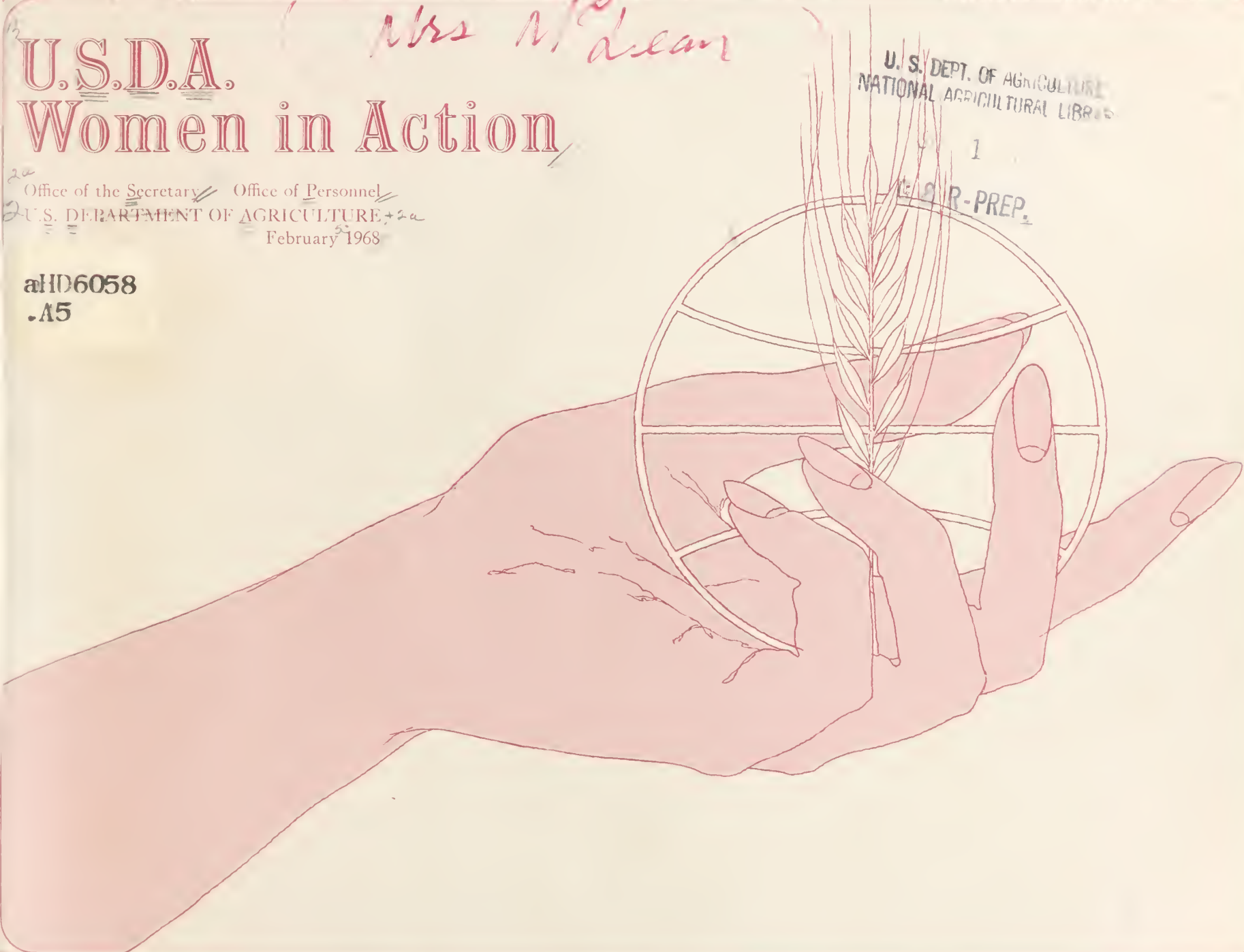
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Office of the Secretary Office of Personnel
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FOREWORD

This booklet is a testimony to the progress in America. It proves that competence and duty are earning recognition and rewards long

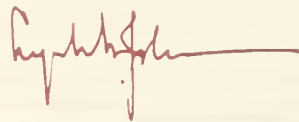
Discrimination because of sex—no less than nation because of race or religion or place of an artificial and degrading barrier. Over t American women have had to fight against that they were naturally barred from positions sibility in our society. Through their deter hard work, and demonstrated ability, they hav that myth for the pernicious prejudice it is.

In 1923, only one out of every four women Today, that percentage has nearly doubled there were 81,486 women working in the Fe ernment. Today, over 600,000 women hold Fe

Women occupy positions at the summit o professions—as high government officials, pre companies and universities, and as leaders of political, educational, and social movements.

Some still refuse to recognize the capabilities of women as employees. In this society, with its constant and growing need for talent, sensitivity, and insight, their mistaken reluctance deprives America of a priceless human resource. We are determined that their views will not prevail in the government.

The Department of Agriculture should be proud of the extraordinary women portrayed in this booklet. They are a credit to their sex, and to their country.



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This Publication

F. Kennedy by Executive Order 10908, 1961, established the *President's Commission on the Status of Women*. This Commission delineates to assure equal employment for women.

Civil Service Commission worked closely with the President's Commission on the Status of Women to identify and eliminate unfair employment

Lyndon B. Johnson continues the "talent manpower." He has appointed women to visible jobs. He has said, "I am insisting they play a larger role in this Government's programs. It will be a continuing aim, not just a political slogan, but because it is sound."

Orville L. Freeman has asked heads of departments to assure equal opportunities for women in appointments, training, and advancements. He has instructed the Director of Personnel to develop and implement a program of *positive action*.

(See page 20—"Things to Do")

U.S.D.A. Women in Action

. . . Her beat is the world.

Dorothy H. Jacobson as Assistant Secretary of Agriculture for International Affairs gives leadership in planning and carrying out USDA global food and agricultural commitments.

Her work takes her to many foreign lands, including the Soviet Union, to study each country's agriculturally related programs.

The Assistant Secretary coordinates the activities of the Foreign Agricultural Service, the International Agricultural Development Service, and the Department's participation in international programs. Major areas of her work include: Public Law 480, Food for Peace, the Kennedy Round trade negotiations, and Department responsibilities in agencies such as the United Nations' Food and Agriculture Organization.





In the Office of the Secretary of Agriculture, Mabel Snyder's calm and charm belie her information acumen that for 6 years has helped advance agricultural legislation. Armed with the facts of agricultural life and guided by the needs of farmers, agribusinesses, and consumers, she helps explain the legislative needs of agriculture to members of the U.S. Senate.

Editing reports in agricultural economics is only one of many tall tasks for Lilla D. McC. Richards. Still in her twenties, Lilla is a veteran of the Department, having begun work for USDA 10 years ago during summer vacations. After graduation from the University of South Carolina, Lilla joined the staff of the Farm Index, the monthly magazine of USDA's Economic Research Service. Since November 1965, she has helped design, edit, write, and expedite periodicals published by the Outlook and Situation Board and the various divisions of ERS.





Morrie Hill tells the world about crop insurance. The Manager of the Federal Crop Insurance Corporation depends on Morrie to represent him on liaison with foreign officials. Morrie gives them information about the crop insurance program. She indoctrinates foreign trainees about crop insurance. Here, she is shown explaining crop loss data to two visitors from Vietnam, Mrs. Tam and Mrs. Quoi, who are with the Vietnamese Ministry of Agriculture.



Stephanie J. Hewitt pursues an interesting and stimulating career in forestry. She is a forester on the Nicolet National Forest at Eagle River, Wis. A forester's duties involve the management, protection, and utilization of forest resources. Public relations work is an important part of a forester's job. Stephanie gives talks and meets with the public regularly to explain the goals and the work of the Forest Service.



Patricia R. (Pat) Smith is a sophomore at Whitworth College near Spokane, Wash., majoring in engineering (the only girl in the engineering program). During the summers and school holidays, she works on the Snoqualmie National Forest in Washington. Her duties consist of drafting work and of weighing truckloads of rock on a Forest Service road project near Skykomish.

Beverly Taylor is a teacher at Schenck Job Corps Conservation Center in North Carolina. In cooperation with the Office of Economic Opportunity, the Forest Service recruits teachers, counselors, resident youth workers, and others for Job Corps Conservation Centers. In this picture Beverly helps enrollee use the dictionary.



Dora Oliver seeks solutions to personnel management problems. Personable and energetic Chief of the Program and Policy Development Division, Office of Personnel, she tackles tough jobs of manpower management with confidence. Her management functions are twofold: manpower analysis and the initiation and interpretation of personnel policies and regulations. Dora sifts through computerized statistics covering all USDA personnel to glean the Department's intricate manpower status. She interprets and applies personnel rules and regulations.

Margaret Pyles consults with part of her staff about a summer trainee program. As Chief of the Employment and Employee Relations Branch, Office of Management Services, Margaret plans and directs complex and difficult personnel operations for 19 USDA offices and agencies. Her staff furnishes personnel recruitment, placement, pay and leave, grievances and discipline, retirement, and insurance services including legal documentation of all personnel transactions.





Nancy Goff, Chief of Budget Branch, Office of Management Services, has that intuitive knack—the ability to clear a smooth path through a jungle of numbers and to make them behave. Hers is a tall task, because she handles comprehensive budgets for 18 important USDA agencies as diverse as statistical reporting and co-operative State agricultural research. An accountant by training, Nancy claims to have cut her teeth on a calculator.

Genevieve Hoskinson is a supervisory staff accountant with the Farmers Home Administration. Her unit has responsibility for analyzing administrative and investigative reports to determine fiscal irregularities. Based on her knowledge of regulations, she makes recommendations for the disposition of cases.



Shirley Gunther explains how increased family incomes mean greater purchases of electricity. A rural area development specialist with the Rural Electrification Administration, Shirley aids REA-financed electric and telephone systems in their efforts to improve the economy of the rural areas they serve.

Dorothy Montgomery, one of Farmers Home Administration's most forceful leaders, injects freshness and vitality into the Personnel Management program. Dorothy works closely with 10 Western FHA State directors. From Denver, she provides the Western States with technical assistance in carrying out their personnel functions and acts as head placement officer for these states. The work force which Dorothy so vigorously serves consists of approximately 750 full-time employees and 800 county committeemen.



Mary Sutter, a management technician, forms designer, for the Farmers Home Administration, provides technical assistance in planning and designing forms. Hers is the "last word" on the composition of all FHA forms.



Leolia Spaugh trains a young mother in home management. Leolia (left), a home supervisor with the Farmers Home Administration in Wake County, N.C., explains money management through proper recordkeeping to Mrs. Ralph Battle. Mrs. Battle's family received a \$1,000 economic opportunity loan to buy a chain saw and a truck to haul pulp wood.

Some 60 trained and dedicated FHA home supervisors work in the Nation's poorest rural counties. They help low-income families escape from poverty and improve their level of living. Trained in home economics and social work, the women attack all aspects of poverty—despair, ignorance, ill-health, slum-housing, etc.





Margaret Radank is a conveyance examiner in the Land Acquisition Section, Forest Service's Regional Office, Milwaukee, Wis. Margaret is an expert on Federal acts, State statutes, and State real estate laws under which the Forest Service acquires lands within her region. Her expert knowledge is used to determine the accuracy and legality of conveyances used in land adjustment cases—purchase, exchange, donation, and right-of-way procurement.



Bernice M. Hornbeck helps American cotton meet stiff competition. As a commodity industry analyst, in the Foreign Agricultural Service, she is a specialist and technical advisor on textiles and manmade fibers. She studies foreign production and determines the impact on the U.S. cotton abroad. As a specialist on tariff and other trade problems, she travels to major textile producing countries.



Ruth R. Benerito joined USDA in 1953 and is now a Research Chemist and Investigations Leader in the Agricultural Research Service. She was part of a team of scientists who developed wash-wear cotton. Earlier, she devised a fat emulsion that improved the diets of patients being fed intravenously. She is now working on dirt- and oil-resistant fabrics.



Martha Wood, State training specialist, recommends training programs for State and county employees. Martha has worked in increasingly responsible positions in the Agricultural Stabilization and Conservation Service for 27 years. All 50 ASCS State offices have a training function, but until Martha made the breakthrough all the State training specialists were men. Her leadership will pave the way for other qualified women to be assigned to challenging work vitally affecting our farm program.

Donna Lee Hersey is the first woman assistant U.S. agricultural attache in Europe. As an economist and international affairs specialist, Donna has been assistant U.S. agricultural attache to The Netherlands since 1965. She is one of the more than 90 members of the U.S. agricultural attache team which operates the world's most comprehensive agricultural intelligence system. Under the supervision of the agricultural attache in The Hague, Donna is responsible for economic analysis and reporting of Dutch agriculture and trade and helps promote U.S. farm products in the Dutch market.





Trienah Meyers hoes an able row to successful research. She is Staff Assistant to the Administrator of USDA's Economic Research Service. For 2 years she was Deputy Assistant Secretary of Agriculture for Marketing—the second woman to hold so high a job in USDA. Trienah has a rich background in consumer and industrial opinion research and in evaluating agricultural marketing. With her analytic ability in a most important aspect of agricultural marketing—the consumer, she researches the consumer's needs and wants, what he likes, and what he will buy. Her talents are moving into the problem of world food needs.

Emma Kuretich is Director of Women's Activities, Division of Information and Education, Forest Service, USDA. In liaison with women's organizations and youth groups, such as Girl Scouts, Garden Clubs, and Federation of Women's Clubs, she formulates and carries out practical conservation programs. Her efforts are aimed at developing interest and understanding on the wise use of our Nation's forest and range lands.



Dr. K. Hayes, an entomologist in the Agricultural Research Service, is studying the changes that take place in insects during diapause, a resting state that resembles hibernation. Dr. Hayes is searching for ways to induce or break diapause as an aid in controlling destructive insects.



Gerry Lynn Fairbrother, chemist, works with the Pesticide Chemicals Research Branch in the Agricultural Research Service studying ways of detecting and identifying insecticide residues in crops, animals, and soils.



Erma S. Vanderzant, a biochemist in the Agricultural Research Service, is an international authority on insect nutrition. She was the first person to rear the bollworm from egg to adult on an artificial diet, and then found that the boll weevil could also be reared on a variation of this diet.

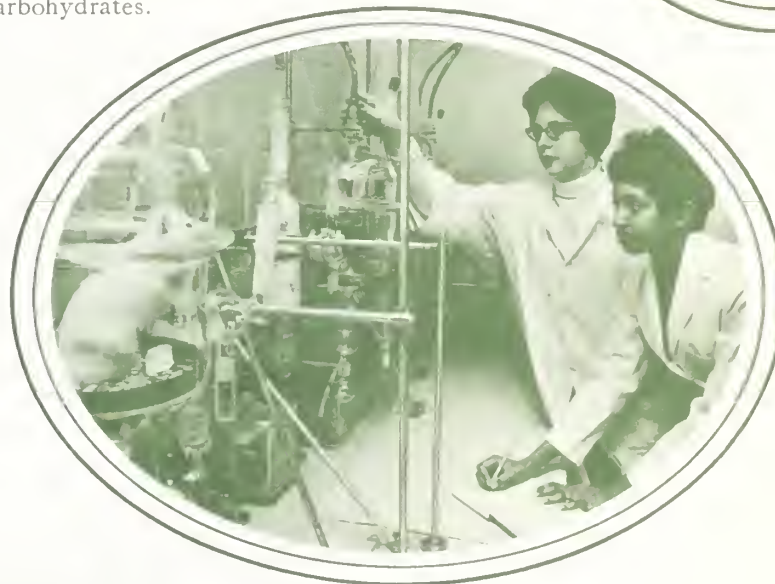


Mary L. Starks searches for plant pests aboard an international flight. As a plant quarantine inspector, Mary works at Kennedy International Airport in New York where she inspects incoming airplanes, cargo, and luggage for damaging foreign plant and animal pests. She scientifically identifies the various insects, snails, fungi, and plant diseases found on confiscated fruits and plants. A general liking for plants and a good scientific background equipped Mary for her work.

Arlene L. Frank helps research scientists in their basic research programs by isolating soil-inhabiting fungi, and grows them in pure culture on both natural and artificial food materials. Her college training in botany and mycology have helped to prepare Arlene for this laboratory work with living fungi in the Agricultural Research Service.



Nancy Simons and Jo Ann Lee study a white rat in metabolism cage. Nancy, a research nutritionist, and Jo Ann, a chemist, work as a team in the Agricultural Research Service in measuring glucose metabolism in the study of carbohydrates.





It's literally a "Woman's World" for Elizabeth Studebaker and Jean Brand of Federal Extension Service. Special International Trade Fair assignments spice their careers in the agricultural information field. Here they work out details for an international promotion of American foods with J. K. McClarren of the Foreign Agricultural Service. As a home economist, Elizabeth (left) supervises demonstrations of U.S. foods for foreign audiences. Jean (right) serves as information officer, working with exhibitors, the U.S. press, and trade journals. Their home front duties include travel, too—consulting with Extension communications specialists at State universities.

Blanche Guyton directs budget plans and services functions for Agricultural Stabilization and Conservation Service. Blanche, as Chief of the Budget Plans and Services Branch, has the highest grade held by a woman in ASCS. Her promotion through the ranks, based on experience and demonstrated ability, proves that women can work in responsible positions on a par with men.



Barbara Aulenbach, a food technologist in the Agricultural Research Service, uses panels of food tasters and electronic and mechanical devices in determining food quality. In her work she puts to use her training in home economics and her natural aptitude for using complicated testing equipment.



Margot Zener helps remove trade barriers. As an international economist, she works on trade policies to increase U.S. agricultural exports. Her duties range from dealing with specific barriers to imports of commodities by a single country to preparing material for international economic conference and trade negotiations. When a problem arises, Margot determines what previous U.S. international commitments and trade interests are involved. After conferring with other USDA agencies and other Federal Departments, she develops a protest to the particular barrier.



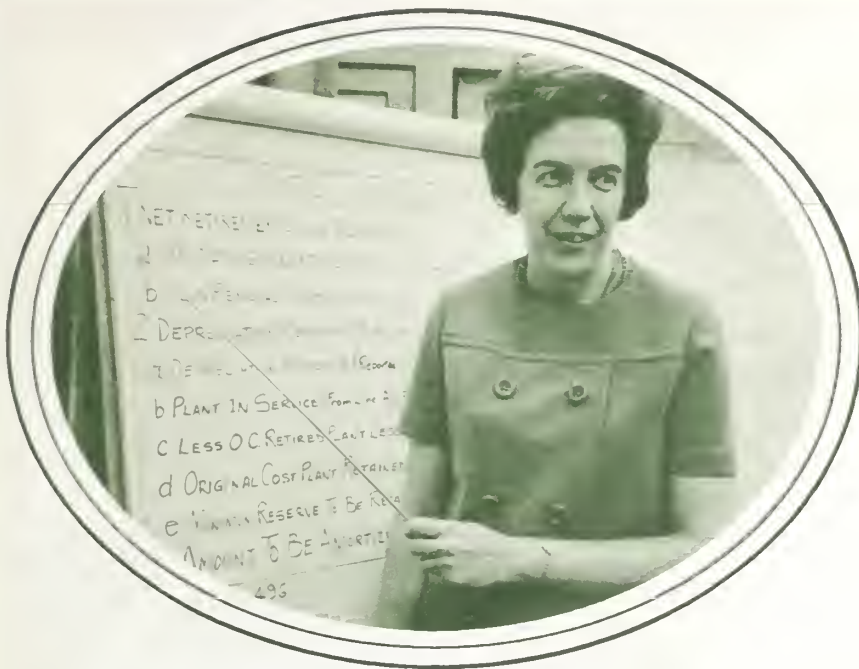
Pauline B. Moore as Deputy Director of the Personnel Division, Foreign Agricultural Service, hires and trains people. A global agency which supports the multi-billion dollar U.S. farm export program, FAS looks to Pauline to handle specialized fields of personnel administration. She enjoys this world of challenge working with agricultural attaches, officers, and secretaries at 60 embassies and consulates throughout the world.



"Striving Together"—Treva Howell and Mrs. Johnson visit a Special ACP Project. Treva as a member of the Kentucky State ASCS Committee represents farmers and recommends and interprets agricultural programs for the State. This includes production adjustment, price support, conservation, and related programs. On her own farm she raises tobacco, livestock, corn, and timber. In her spare time, she serves as school lunch supervisor, assistant to the County Superintendent of Schools, and publishes two weekly newspapers.



Pat Lively supervises the inspection and grading of processed fruits and vegetables in the Baltimore, Md., area. Voluntary continuous inspection services, for which a fee is charged, are offered by Consumer and Marketing Service for frozen, canned, and dehydrated fruit and vegetable products. C&MS inspectors assure wholesome and clean products, sanitation of operating methods, and quality of product.



Anne Hanlon explains a new procedure for computing plant retirements. When a rural telephone company or cooperative applies to the Rural Electrification Administration for loan funds, REA needs trained people to examine the application and to help it attain final approval. Anne, an REA loans specialist, writes plans and procedures to guide loan examiners in this technical field.

Isabelle Kelley, Director of the Food Stamp Division, oversees this rapidly expanding War on Poverty program. Isabelle, the first woman Division Director in the Consumer and Marketing Service, directs the rapidly expanding Food Stamp program. This program helps low-income families exchange the amount of money they would normally spend on food for stamp coupons of higher monetary value. Isabelle works with State agencies, Federal Reserve banks, grocers and retailers, and directs the activities of five district Consumer Food program offices.



Joyce Short sets up a plentiful foods promotional picture. Action and teamwork provide excitement and satisfaction to Joyce in her assignments with the Food Trades Staff of the Consumer and Marketing Service. Telling the Nation about plentiful foods brings her into contact with photographers and artists as they prepare TV slides and pictures for newspapers and publications. Radio and TV broadcasters, food editors, the food service industry, and home economists are among those with whom she works.



Rebecca Kerr of Consumer and Marketing Service is a USDA first—the first woman meat grader in the history of the voluntary meat grading program. She works in a meat packing plant grading carcasses and certifying the quality of the product. U.S. standards are the basis for the quality grades. The standards for beef, for instance, describe such factors as the amount of marbling (fat interspersed within the lean), color, firmness, texture, and age of the animal for each of the grades.



Alice Byrd, a supervisory management technician in the Farmers Home Administration, edits Agency procedural and regulatory materials. Alice's work brings her in contact with representatives of the national office, the Finance Office in Saint Louis, and the Office of the General Counsel.



Katherine Keene, a geologist for the Soil Conservation Service, develops evaluations of sediment yield estimates, adequacy and availability of borrow materials, and subsurface stability of structure sites.



Darlene Landsburg is a professional cartographer with the Soil Conservation Service at Portland, Oreg. She edits map publication work in connection with the National Cooperative Soil Survey.



Carolyn George of Consumer and Marketing Service puts the Federal Stamp of Inspection on carcasses. In meat and poultry slaughtering and processing plants across the country, Federal inspectors like Carolyn are on duty to make sure that consumers can rely on a supply of meat and poultry that is clean, wholesome, free from adulteration, and truthfully labeled. A badge-wearing Federal inspector, dressed in a white coat and hard hat, is found in packing plants that ship meat or poultry in interstate or foreign commerce. Carolyn got into meat inspection through her interest in public health, especially food inspection.





Juanita Grasty, a Soil Conservation Service editorial assistant (right), discusses a publication display with Catherine C. Smith, SCS publications editor.

Frances D. Hostettler operates a column chromatography apparatus for separating constituents of wood. She is a wood research chemist at the Forest Products Laboratory in Madison, Wis. Opportunities afforded her at the Laboratory are broad and cover nearly every phase of laboratory research. She consults and collaborates with the entire research staff, no matter what their sphere of interest. Frances enjoys both concentration and diversification of interest at the Forest Products Laboratory.



Ruth Nordin heads up the Publication Section of the Soil Conservation Service's Information Division. This unit edits all SCS technical, popular and informational material for publication.





Verna C. Mohagen is Personnel Director in the Soil Conservation Service. Beginning her Federal Government career in her native State of North Dakota as a clerk-stenographer, Verna has risen through the ranks to become, in 1946, Personnel Director of one of the larger USDA agencies. With an effective, modern personnel system in operation benefiting some 18,000 employees nationwide, it was not surprising that this outstanding career woman would be called one of the ablest personnel management officials in the Federal Government. In recognition of her service, she received the Federal Woman's Award in 1963.

Virginia Randall provides rate advice to 947 electric systems. The rates charged by rural electric cooperatives financed by the Rural Electrification Administration are difficult to establish. They have to be high enough to cover the costs of service and low enough to keep the consumer-members happy. Virginia is an REA rate specialist who helps the cooperatives in this important task.



Things to do . . .

To assure equal employment and promotional opportunities for women

President Johnson in his letter to the Secretary of the Department of Labor, August 20, 1964, said that we have a distance to go before equality of employment opportunity is a reality.

He said, ". . . many of the outmoded customs and prejudices which have historically barred women from consideration for such appointments (GS-12 and up) still remain and must be destroyed before further progress can be made. Therefore, I expect those agency and department heads which have not yet done so to instruct their officials here in Washington and throughout the field to recruit, hire, and consider for advancement qualified women on all levels on an equal with men."

A. Recruitment and Selection of Women

1. Provide top management support and make it known to all supervisory levels.
2. Review job structure to explore new job categories for women.
3. Emphasize career opportunities for women to high school counselors and college advisors so women students will take courses needed for the jobs.
4. Develop meaningful publicity.
5. Use only top-flight recruiters—they represent your organization.
6. Be positive—state the facts clearly about equal employment opportunities.
7. Make an aggressive followup to cut time lag between interview and commitment.
8. Visit both women's and coeducational colleges.
9. Explore possibilities of part-time jobs which could be filled by women who cannot work full time.
10. Contact women's organizations to explain job opportunities.

B. Training and Development of Women

1. Provide top management support for training programs and full participation by all employees without discrimination.
2. Conduct a vigorous campaign with supervisors to recommend training for women employees.
3. Publicize and encourage women to participate in training programs offered within the Department and at outside facilities.
4. Followup to insure that training is utilized.
5. Be sure that an official record is made of completed training.
6. Give women the opportunity to understudy higher grade jobs.

C. Promotion of Women

1. Eliminate built-in barriers which exclude women from filling jobs.
2. Provide top management support for merit promotion plan.
3. Publicize merit promotion plan and report to employees how the promotion system is working.
4. When vacancies occur, counsel selecting officers about the importance of considering *all* qualified employees without discrimination.
5. Recognize any "breakthrough" by women by staff meeting announcement, house organ notice, etc.

SUGGESTED DISTRIBUTION

This publication is designed primarily for internal use within the U.S. Department of Agriculture, Washington, D.C., and Field.

Copies should be available to:
Administrators

Assistant Administrators
for Management

Personnel Officers, Employment, Placement,
or Personnel Staffing Specialists
Supervisors

Field offices may obtain additional copies
from their Personnel Divisions
in Washington, D.C.



CREDIT

Credit for planning, writing, and developing this publication is due the following committee members:

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Anette M. Jenkins, Soil Conservation Service

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tion

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